

# Report My Changes mock-ups

ACCESS

[www.access.wisconsin.gov](http://www.access.wisconsin.gov)



# Recap of RMC “lite”

- ◆ Provides customers with a way to report certain changes without calling a worker
- ◆ Agencies will receive changes through an Inbox similar to the AFB Inbox
- ◆ Workers/change center staff will process changes by reviewing a PDF with a summary of the information from the customer and making necessary changes in CWW.

# Example of RMC Page Flow

- ◆ Family of four
  - ✓ Steve (Primary Person)
  - ✓ Jamie (Spouse)
  - ✓ Stacey (Daughter)
  - ✓ Tom (Son)
- ◆ Jamie is reporting the following changes for her case:
  - ✓ Address Change
  - ✓ Person Add
  - ✓ Her pregnancy
  - ✓ Steve's disability
  - ✓ Income change for Steve and Jamie



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Report My Changes

## Welcome

Welcome to Report My Changes! Please click a button below to tell us what you would like to do. Then click the Next button at the bottom of the page.

Keep in mind that if you start a change report through ACCESS but you don't submit it, it will only be saved for 10 days.

- Report a new change to my worker
- Keep working on the change report that I started on 04/24/2005

It looks like you started a change report on 04/24/2005. Because we only save change reports for 10 days, you'll need to start again if you still want to report this change. Keep in mind that the change you started to report has not been sent to your worker.



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MyACCESS **Report My Changes**

Welcome to Report My Changes! Please check the boxes to tell which types of changes you would like to report to your worker. From there, we'll ask you some questions about each type of change

### Which Changes Do You Need to Report?

**Our address or phone number changed**

One of these changes happened (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Someone left the home                  | <input type="checkbox"/> Someone had a baby   |
| <input checked="" type="checkbox"/> Someone moved into the home | <input checked="" type="checkbox"/> Someone became disabled<br>(or someone just moved in is disabled) |
| <input type="checkbox"/> Someone got married or divorced        | <input checked="" type="checkbox"/> Someone became pregnant<br>(or someone just moved in is pregnant) |

**Someone had a change in his or her job or other income**

Someone's housing or utility bills changed

Someone's dependent care bills (such as day care) changed

Someone's child support payments changed

Someone's medical bills changed

**Someone now has insurance coverage**

Someone has a change in their Impairment-Related Work Expenses (IRWE). To read more about IRWEs, [click here](#)

Someone's assets changed

If you have changes other than the ones listed here, it's a good idea to get in touch with your worker or change center directly



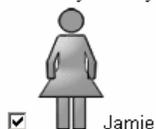
**Address and Phone Number Changes**

You've told us that you need to report a change in your address or phone number. To report the change, please answer the questions below.

**Address Changes**

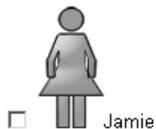
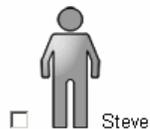
If you have a change in your home address, please tell us your new home address. Be sure to include City, State and Zip code.

Next, please check the boxes for everyone in your home who has this new home address:



If you have a change in your mailing address, please tell us your new mailing address. Be sure to include City, State and Zip code. If it's the same as your new home address, you don't have to retype it; just check the box that says "Same as home address."

My mailing address is the same as my home address.

**Phone Number Changes**

If your main phone number has changed, please type your new phone number and click the box to choose which type of number it is. Keep in mind that this is the phone number your worker will use to get in touch with you.

Home  Work  Message  Cell

If you no longer have any phone service, please check the box below to tell us.

I no longer have any phone service.

If you can, it's a good idea to give your worker a phone number where we can leave messages for you and to choose "Message Phone" as the type of phone number.

You've told us that someone has moved into your home. Please answer the questions below to tell us more about this change.

### Someone Moved In

Please tell us the full legal name of the person who moved in:

First Name  Middle Initial  Last Name

When did they move in?

What is their gender?

Male  Female

If they have Social Security Number(SSN),what is it?

Please tell us how this person related to each person in your home:(For example,"Joe is Mary's father.Joe is not related to Billy.")

If this person provides most of the care for someone else in your home, please tell us who is this person cares for:

Does this person buy food and eat meals with all of the other people in your home?

If the answer is no,please list the people in your home that this person buys food and eats meals with:

Do you want to add another individual?

Yes  No

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## Pregnancy

You've told us that someone in your home became pregnant, or someone who just moved into your home is pregnant.

## Who Became Pregnant?

Please check the box for anyone who has become pregnant, or if a person who just moved in is pregnant. If your worker already knows that someone is pregnant, you don't need to check the box for them here.

 Jamie

 Linda

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## Pregnancy

You've told us that Jamie is pregnant. Please answer the questions below to tell us more about this change.

## More About Jamie's Pregnancy



Jamie

What is Jamie's due date?

How many babies is she expecting from this pregnancy?

Who is the father of the baby?

First Name

Middle Initial

Last Name





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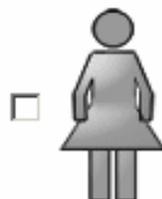
Report My Changes

## Disability

You've told us that someone in your home became disabled, or someone who just moved into your home is disabled. Please answer the question below to tell us more about this change.

## Who Became Disabled?

Please check the box for anyone who has become disabled, or if a person who just moved in is disabled. If your worker already knows that someone is disabled, you don't need to check the box for them here.



Jamie



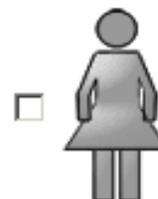
Steve



Stacey



Tom



Linda



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## Income Changes

You've told us that someone in your home has a change in income. Please answer the questions below to tell us more about this change.

## Who Had A Change In Income?

Please check the box for anyone who has a change in income.



Jamie



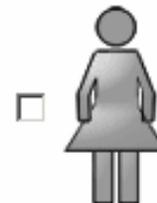
Steve



Stacey



Tom



Linda



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### Types of Income Changes for Jamie



You've told us that Jamie has a change in income. Next, please tell us more about Jamie's income change.

Keep in mind that if you start a change report through ACCESS but you don't submit it, it will only be saved for 10 days.

**Jamie**

- Jamie got a new job or has new self-employment
- Jamie has a new source of income from a source other than a job (for example, Social Security, Unemployment Insurance or child support)
- Jamie ended a job or self-employment
- Jamie has stopped getting money from a source other than a job (for example, his or her worker's compensation has ended)
- Jamie has a change in pay, or number of hours worked
- Jamie has a change in the amount of money coming from a source other than a job

### Types of Income Changes for Steve



You've told us that Steve has a change in income. Next, please tell us more about Steve's income change.

Keep in mind that if you start a change report through ACCESS but you don't submit it, it will only be saved for 10 days.

**Steve**

- Jamie got a new job or has new self-employment
- Jamie has a new source of income from a source other than a job (for example, Social Security, Unemployment Insurance or child support)
- Steve ended a job or self-employment
- Steve has stopped getting money from a source other than a job (for example, his or her worker's compensation has ended)
- Steve has a change in pay, or number of hours worked
- Steve has a change in the amount of money coming from a source other than a job



**Jamie's New Job or Self-Employment**

You have told us that Jamie has a new job or self-employment. Please tell us about this change by answering the questions below:

Please tell us the name, address and phone number of Jamie's employer? If Jamie is self-employed, type "self-employed".

When did this job start?

How often does Jamie get paid? This is the pay period. If Jamie is self-employed, you should use "monthly".

What is the total amount that Jamie earns each pay period. We need to know the gross amount, which is the amount before taxes or anything else is taken out of the paycheck.

If Jamie is paid by the hour, please tell us what the hourly rate is and how many hours Jamie works at that type of rate.

Type of Pay	Hours per pay period	Hourly Rate
click here to choose	<input type="text"/>	\$ <input type="text"/>
click here to choose	<input type="text"/>	\$ <input type="text"/>
click here to choose	<input type="text"/>	\$ <input type="text"/>
click here to choose	<input type="text"/>	\$ <input type="text"/>
click here to choose	<input type="text"/>	\$ <input type="text"/>

If Jamie gets tips, bonuses, commissions, or other kinds of pay that you haven't told us about above, Please tell us about how much the other pay is and how often Jamie gets it.

Does Jamie have any other new jobs or new types of self-employment?

Yes  No



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## Jamie's Ended Job or Self-Employment

You have told us that Jamie has ended a job or self-employment. Please tell us about this change by answering the questions below:

Please tell us the name of the employer for the job Jamie has ended. If Jamie was self-employed, tell us what type of self-employment it was:

When did this job or self-employment end?

What is the date of Jamie's final paycheck?

Did Jamie end any other jobs or self-employment?

Yes  No

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**Jamie's Changes in Pay or Work Hours**

You've told us that Jamie has a change in the amount Jamie is paid or the number of hours Jamie works. Please tell us about this change by answering the questions below.

Please tell us the name of the employer. If you are self-employed, tell us what type of self-employment it is:

How often does Jamie get paid? This is the pay period. If Jamie is self-employed, you should use "monthly".

What is the total amount that Jamie earns each pay period? We need to know the gross amount, which is the amount before taxes or anything else is taken out of the paycheck.

If Jamie is paid by the hour, please tell us what the hourly rate is and how many hours Jamie works at that type of rate.

Type of Pay	Hours per pay period	Hourly Rate
click here to choose ▼	<input type="text"/>	\$ <input type="text"/>
click here to choose ▼	<input type="text"/>	\$ <input type="text"/>
click here to choose ▼	<input type="text"/>	\$ <input type="text"/>
click here to choose ▼	<input type="text"/>	\$ <input type="text"/>
click here to choose ▼	<input type="text"/>	\$ <input type="text"/>

If Jamie gets tips, bonuses, commissions, or other kinds of pay that you haven't told us about above, Please tell us about how much the other pay is and how often Jamie gets it.

Does Jamie have any other changes in pay or work hours?

Yes  No



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### Jamie's new source of Income

You have told us that Jamie has a new source of income other than a job. Please tell us about this change by answering the questions below:

What type of income is it?

When did Jamie start getting this income?

How often does Jamie get this income?

How much does Jamie get? We need to know the total gross amount, which is the payment amount before taxes or other adjustments are taken out.

Does Jamie have any other new sources of income other than a job?

Yes  No





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### Jamie's Income Has Stopped

You have told us that Jamie stopped getting income from a source other than a job. Please tell us about this change by answering the questions below:

What type of income was it?

When did Jamie stop getting it?

Did Jamie stop getting any other income from a source other than a job?

Yes  No





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### Jamie's Income Change

You have told us that Jamie has a change in the income Jamie gets from a source other than a job. Please tell us about this change by answering the questions below:

What type of income is it?

When did it change?

How often does Jamie get this income?

How much does Jamie now get? We need to know the total gross amount, which is the payment amount before taxes or other adjustments are taken out.

Does Jamie have any other changes in income from sources other than a job?

Yes  No



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### Final Summary

Here is a summary of all of the changes you are about to report.

If you would like to make a change to something you'd told us, click on an Edit button below. If you need to add a type of change that isn't listed here, click [here](#).

### Summary of Changes

You are about to report the following changes. Click the Submit button at the bottom of the page to send these changes to your worker.

Type of Change	People	
<b>Address Change</b>	Jamie	<input type="button" value="Edit"/>
	Steve	
	Stacey	
	Tom	
<b>Moved In</b>	Linda	<input type="button" value="Edit"/>
<b>Pregnancy</b>	Jamie	<input type="button" value="Edit"/>
<b>Disability</b>	Steve	<input type="button" value="Edit"/>
<b>Income Change</b>	Jamie	<input type="button" value="Edit"/>
	Steve	

To report changes on another category, select the category below and click ADD

Category:

**Thank You!**

Thank you! Your online Change Report has been sent to the following local agency for processing:

**Physical Address:**

Ashland County Health and Human Services Department  
(715) 682-7004  
301 Ellis Avenue, Courthouse Annex  
Ashland, WI 54806

**Mailing Address:**

Ashland County Health and Human Services Department  
(715) 682-7004  
301 Ellis Avenue, Courthouse Annex  
Ashland, WI 54806

First, you will need to give us proof of some of the things you told us in your Change Report. We've created a list of the types of proof that you will need to bring or mail to your local agency at the address listed above. Click the button to see and print this list.

[Types Of Proof](#)**Keep track of your change report**

Your tracking number for this Change Report is **7000003570**.

It's a good idea to write this number down or print this page for your records. If you have questions about your Change Report, having this number will help you get answers more quickly.

Keep in mind that you can use your account to check the status of your Change Report and your benefits on the ACCESS website.

**Print Your Change Report**

If you would like to print or save a copy of your Change Report for your files, please click the Print My Change Report button.

[Print My Change Report](#)

Keep in mind that you'll need to have a program called Adobe Acrobat Reader to see and print this information. If you don't have this program on your computer, you may install it for free by clicking:

